

08a Saving and editing an image of the screen

This is an extremely useful facility as it allows you to create a copy of the current screen and save it as a picture which you can then edit, e.g. Cropping to save just part of it.

When would you use it

- You want to save a copy of an image which cannot be downloaded
- You want to save a mosaic of the screen which consists of more than one image
- With experience it can be faster than downloading.

In this example we will be using Irfanview but it should work with any image editor.

- Simultaneously press the **Ctrl and PrtSc keys** using Ctrl in the same manner as using the shift key. The PrtSc key will be on the top line of the keyboard and combined with another function such as Insert. You will probably not get any immediate indication that it has worked.
- Windows has a temporary storage area known as the clipboard. It will have saved an exact copy of your screen in this work space.
- Note that if you do ANY editing before using the clipboard it will be overwritten.
- Bring up Irfanview and press Ctrl V or select Paste from the edit menu.
- If no image is inserted into Irfanview then repeat the process using the **Fn key** (usually near the Ctrl and shift keys) at the same time as **PrtSc**. You will either have to use trial and error or refer to your computer manual as to which combination to use.
- It may take you a few attempts to get it right but it is worth pursuing.
- You can now crop and further edit the image to suit your requirements.